

3 Changing Your Password

3.1 Opening the Change Password Window

You can change your Password at any time from the Login screen. The procedure for opening the Change Password window is as follows:

1. With the cursor in the **Username** box on the Login screen (Figure 2-1), type in your **Username**.
2. Next press either the **Tab** key or the **Enter** key. Then click the **Change Password** button (or you may also enter your **Password** before clicking the **Change Password** button). The Change Password window (Figure 3-1) pops up in front of the Login screen.

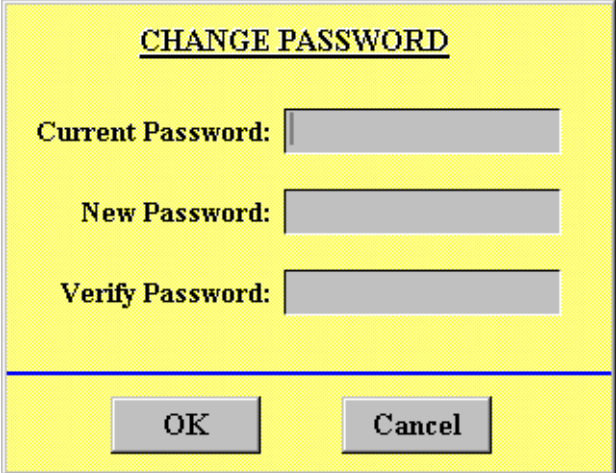
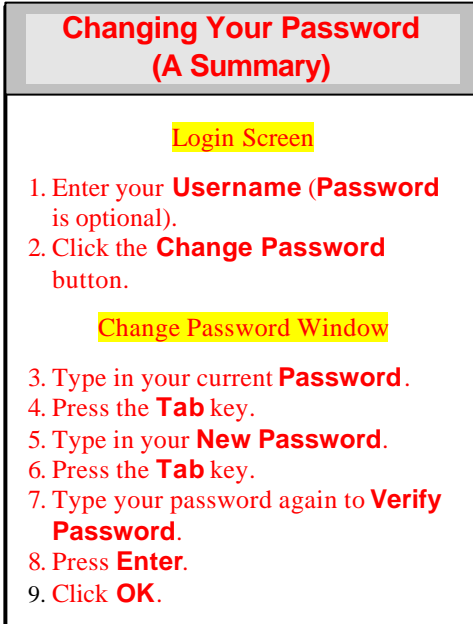


Figure 3-1 Change Password Window

3.2 Change Password Procedure



**Changing Your Password
(A Summary)**

Login Screen

1. Enter your **Username** (**Password** is optional).
2. Click the **Change Password** button.

Change Password Window

3. Type in your current **Password**.
4. Press the **Tab** key.
5. Type in your **New Password**.
6. Press the **Tab** key.
7. Type your password again to **Verify Password**.
8. Press **Enter**.
9. Click **OK**.

When the Change Password window pops up, the cursor is in the **Current Password** box. You can change your Password as follows:

1. Type in your current Password, and then press the **Tab** key. This moves the cursor to the **New Password** box.
2. Type in your new Password, and press your **Tab** key again. This moves the cursor to the **Verify Password** box.
3. Type your new Password a second time to confirm that you typed in what you wanted to enter the first time.
4. Press the **Enter** key to get out of the **Verify Password** data box.
5. Use your mouse to click the **OK** button. You know whether or not your change was successful because the system displays an informational window telling you that it was successful or unsuccessful.

6. If the message is that your Password change was successful, click **OK** (or press your **Enter** key). You have successfully logged in with your new Password, and the Metrics Menu screen (Figure 4-1) opens on your monitor. Next time you open the Metrics application, remember to use your new Password.

or

If the message informs you that your Password change was unsuccessful, click **OK** (or press your **Enter** key). This returns you to the Change Password window where you can repeat the Password change process, log in to the Metrics application with your current Password or exit the Metrics application.

3.3 Password Aging

The system automatically checks to see how long it has been since you last changed your password. If you have not changed it in the last 90 days, a message appears informing you that your password expired. (See Section 2.6 for more password security information.) Click **OK** to close the message, then enter a new password. (See Section 3.2 for instructions as to changing your password.)

Note: The system does not allow you to make your new password the same as your existing password.

3.4 Password Format

Although you have a great deal of flexibility as to what you make your password, there are some restrictions. Your password:

- Must contain 6-30 alphanumeric characters
- Cannot be the same as your Username
- Must contain at least one (1) number

3.5 Closing the Change Password Window

You can close the Change Password window at any time by clicking on the **Cancel** button. This returns you to the Login screen where you can proceed to log in with your existing Password, try changing your Password again or close the Metrics application by clicking on the **Exit** button.